
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-218

ENGINEERING ASSISTANT

PROMOTABLE TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 29 Nov 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4year Statutory Tour at **NGB/A7 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **3E570/3E670**. Duties and Responsibilities: Perform engineering and planning studies and develop installation plans. Plans and prepares cost estimates and economic analyses. Collects and analyzes engineering and facility data. Presents findings and prepares reports. Prepares facility replacement plans. Act as liaison for Master Plan development between ANGRC staff and field agencies. Schedules meetings and presentations as required during Master Plan development. Works with MAJCOM Real Property Manager to. Interpret Installation Real Property Records. Record Installation Real Property Records. Train Installation Real Property Managers in the performance of their duties. Evaluates Real Property records submittals and makes comparisons with ANGRC standards. Maintain folders and files pertaining to ANG real property records. Conduct staff assistance visits as requested. Coordinates with ANG installation Base Engineer staffs on the use and update of installation real property records. Evaluates contract performance schedules and submittals/report preparations pertaining to contracted real property functions. Identifies issues and problem affecting ANG real property and advises ANGRC staff of any impact. Participates in staff action packages or other joint action reviews affecting Real Property. Assembles various reports required to support the requirements of other ANG real property elements and AF/OSD/Government Agencies. Directs engineering assistant functions. Supervises preparation of Aerial Surveys at ANG installations. Directs technical site/installation survey to gather data. Manages ANG Master Plan programs data base submittals.

Develop special engineering studies to support more efficient/cost effective aircraft parking plans and installation development plans. Prepares and issues Statements of Work for installation Master Plans and Aerial surveys. Survey will be in support of and under the direction of a professional engineer, registered architect or certified planner. Maintains ANG facility data file and researches new facility requirements as they are identified. Directs or perform contract management functions. Interprets Statement of Work and installation development plans. Participate in Master Plan Criteria Review Conferences, presentations and ANGRC staff review. Documents architect-engineer contract activities and makes appropriate data base entries. Evaluates software submittals and makes comparisons with ANGRC standards. Review contract modification and coordinates approval and funding activities. Conduct final inspection of Master Plan end products. Coordinates with ANG installation base engineer staffs on use and

update of installation Master Plans. Evaluates contract performance schedules and submittals/reports preparation.

Identifies issues and problems affecting Master Plan preparation and advises ANGRC staff of potential impact. Participates in making recommendations on installation development alternatives and Master Plan policy. Routinely briefs all levels of management and the field and conducts training that supports State Staffs, Full-time Military Personnel, Base Civil Engineers and Facility Management alike. Provides guidance and oversees development of policy, ETL's, Point papers, etc. Responsible for and provides oversight of the review of all regulations, manuals, and ETL's that impact ANG real property. Assist on base level manpower support to include; state employees and contract personnel in the civil engineer function. Supervise TDY personnel who may be supporting the Real Property Branch or Asset Management Division. Oversees suspense's, JASMS, action officer duties, support agreements overview, Office of Corollary Responsibility (OCR) in matters pertaining to AFI reviews and publications as applicable to the Civil Engineering Cooperative Agreements program, Financials and Operations. Performs other duties as directed.

Specialty Qualifications: Knowledge- Knowledge of: mathematics, including algebra, trigonometry, and geometry; engineering tables; plans and specifications; and environmental and safety hazards and concerns is mandatory. Knowledge is desirable of engineering law, surveys and computer aided design (CAD), and ACES Real Property. Knowledge of Real Property database and the proper methods for data collection or the updating of such base level records. Education - Completion of an associates or higher degree in an engineering discipline, architecture, real property administration or the field of planning is highly desirable. Experience - Qualification is necessary as an Engineering Assistant Technician or Real Property Manager. Also, experience is mandatory in directing functions such as facility assessments, land surveying, data collection, drafting, and contract management. Training - Completion of advanced engineering specialist or real property administration courses are desirable. Completion of a contract management course is desirable.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
